

# **Collapsed Structure Search and Rescue (CSSR) Course**



## *Coordinator's Guide*



OFFICE OF U.S. FOREIGN  
DISASTER ASSISTANCE



MIAMI-DADE  
FIRE RESCUE

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The Disaster Preparedness and Response Program has been expanded to include other regions of the world with the same objectives as for LAC – to assist response agencies and institutions become better prepared to effectively and efficiently respond to and mitigate disasters.

The Collapsed Structure Search and Rescue Course was designed, developed and delivered on the basis of a detailed analysis and training needs assessment of the LAC Region as delineated by the members of the Advisory Committee (*ad hoc*) assembled by USAID/OFDA in San Jose, Costa Rica in November 1992. The course has been adapted for use in other regions of the world.

We would like to acknowledge those individuals whose dedication and assistance have made this course possible:

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## **In Gratitude**

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Portions of these materials may used with proper acknowledgement using the following statement: "Source: Collapsed Structure Search and Rescue Course, USAID/OFDA-LAC."

–Miami, Florida, U.S.A.



## **FOREWORD**

The purpose of this guide is to assist those who are responsible for planning, organizing, preparing and presenting the Collapsed Structure Search and Rescue Course. It covers most aspects of the course, but should not be considered a step-by-step guide. The combined experience and knowledge of the Course Coordinator, the instructors and assistants, acquired in the Collapsed Structure Search and Rescue Course and CSSR Instructor Workshop, in conjunction with the reference materials, are a necessary complement to deliver a successful course.



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**Section 1**  
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**Getting Started**

## Countdown Checklist for Course Preparation

Days Prior	Activity
<b>90 days</b>	<p>Establish tentative date, select location and organizations to participate in course, Identify host organization.</p> <p>After receiving tentative approval, distribute invitations to prospective participants in order to initiate the selection process.</p> <p>Utilizing the Coordinator's Guide, inventory all equipment, tools and materials necessary for the course to assure availability and usability.</p> <p>Review facility and installations for adequacy. Commence construction of props.</p>
<b>60 days</b>	<p>Monitor from USAID/OFDA/Miami-Dade will conduct an initial visit to the country to ascertain suitability of facilities and installations for the Course; to ensure all tools, equipment, accessories and materials are available and in working order; that at least one prop has been built and the rest are under construction.</p>
<b>45 days</b>	<p>Select and contact instructors, assistants, secretary and support personnel for the assignment of responsibilities.</p> <p>Participant list should be finalized.</p> <p>Complete acquisition of wood and timber.</p> <p>If USAID/OFDA is financing any part of the course, send budget to USAID/OFDA</p> <p>Reproduce all printed materials for the course.</p>
<b>30 days</b>	<p>Monitor from USAID/OFDA/Miami-Dade will conduct a second in-country visit to assure that all is adequate and ready for the course prior to giving final approval for the course.</p> <p>All props must be complete, concrete slabs in place and have physical possession of all equipment, tools and accessories.</p> <p>Must have all wood supplies on-site and both cutting tables built.</p> <p>Distribute all pre-course documentation to future participants.</p> <p>Distribute invitations to dignitaries for inauguration and closing ceremonies.</p> <p>Conduct meeting with all instructors, assistants, secretary, and support personnel to confirm assignment of responsibilities, answer any questions and clarify any doubts.</p>
<b>NOTE:</b>	<p><i>If these deadlines are not met in a timely manner, the USAID/OFDA/Miami-Dade monitor may postpone or cancel the Course.</i></p>

## Personnel Needs

Organizing a CSSR Course demands careful preparation. Dedicated personnel will be needed to coordinate and carry out all necessary tasks before, during and after the course. Efficiently planned logistics will be the foundation for the success of the course. The following personnel need to be identified:

- 1. COURSE COORDINATOR:** Assumes responsibility for managing the budget and coordinating all the course activities, from the planning to the closing act. Responsible for the selection of course dates, facilities, and instructors, as well as the preparation of equipment and supplies, mailing participant invitations, acceptance letters and pre-work. Has no assigned lessons, but must be prepared to step in for any of the instructors, if necessary. Should have the capacity to delegate and must have completed the CSSR Instructor's Workshop. Responsible for the security of all examinations and course evaluations, and prepares the after action report.
- 2. LOGISTICS COORDINATOR:** Assists the coordinator in all logistics issues. Responsible for transportation and handling of all equipment and supplies, services for the instructors and participants, oversees compliance with contracts for lodging and meals, sets up classrooms, breakout rooms and office, and resolves any problems with the facilities. Must have completed the CSSR Course. Although this position could be occupied by one of the instructors, it is usually undertaken by one of the assistants.
- 3. INSTRUCTORS:** Prepare and present course lessons, are aided by the Assistant Instructors, prepare the classroom and audio-visual equipment for each lesson, conduct the exercises and supervise the practical exercises and group presentations, evaluate the presentations and the practical final evaluation. A minimum of eight (8) instructors who have completed the CSSR Instructor's Workshop is necessary to conduct the course. Preferably they will have experience as assistant instructors in a prior course(s). It is important that the instructors be motivated and have the time to properly prepare for the course. Instructors also serve as assistant instructors to assist other instructors during their lessons.
- 4. ASSISTANTS:** Work with the logistics coordinator. Assist in setting up classrooms, distributing and collecting materials, setting up practical exercises and presentations. Assistants should be scheduled to attend an upcoming CSSR Course. The host country usually provides the assistants; four (4) are needed.
- 5. SECRETARY:** The secretary offers indispensable assistance. Prepares participant invitations, acceptance letters and pre-work, works with the logistics coordinator in making arrangements for transportation and reservations, and reconfirms reservations. Prepares photocopies, diplomas, course directory, and other administrative assistance. Not required to have completed the CSSR Course. Must have a working knowledge of computers, word processing and spreadsheet programs. The secretary is provided by the host country.



## **Coordinator Meetings with Instructors and Support Personnel**

**Before the course, it may be necessary to meet more than once to discuss the following issues:**

- a. Prepare the budget
- b. Coordinate activity schedule
- c. Assign tasks and responsibilities
- d. Account for funds expended
- e. Prepare materials, photocopies, equipment and supplies
- f. Identify and select adequate facilities
- g. Select services to contract, transportation needs, visit with local First Responders, select and plan recreational activities for course participants
- h. Determine which institutions to invite to and/or host the course
- i. Select speakers for the inauguration and closing ceremonies
- j. Distribute course invitations and pre-work documents
- k. Complete instructor responsibilities flowchart
- l. Inspect facilities, services and furniture
- m. Verify availability of materials and supplies
- n. Verify availability and operability of equipment, tools and accessories needed for course
- o. Verify availability of materials, adequacy of space and expertise for building of props



**During the course, at the end of each day:**

- a. Instructor self-evaluation, evaluation of instructors (by participants – method, technique and delivery), comments from the assistants and other instructors who assisted in the presentation, review any comments in the File.
- b. Evaluate the participants, (attention, motivation, feedback, and level reached), rearrange participant's seats.
- c. Problems encountered, daily evaluation (positive aspects and aspects needing improvement such as order, cleaning, hygiene, comfort, meals, etc.), assignments.
- d. Review tasks for the following day, support instructors' needs, determine the need to reinforce any of the points presented. Check supplies, audio-visual materials and other support needs.

**After the course, the coordinator and the instructors should evaluate:**

- a. Instructor performance.
- b. The involvement and performance of the participants; selection of candidates to attend the Instructor's Workshop.
- c. Appropriateness of the facilities, furniture, services and equipment and props.
- d. Review teaching materials, highlight corrections, modifications and note suggestions for future improvements.

## Instructor Responsibilities and Assignments Table

		<b>Disaster Preparedness and Response Program USAID/OFDA -- Miami-Dade Fire Rescue</b>		
<b>COLLAPSED STRUCTURE SEARCH AND RESCUE COURSE</b>				
<b>Instructor Assignments and Responsibilities</b>				<b>&lt;City, Country&gt; &lt;Dates&gt;, 2001</b>
Instructor	Assigned Lesson	Assist	Daily Evaluation (Day)	Responsibilities
Coordinator	1			Course Coordinator
Instructor #1	2	5, 7, 9, 10, 12C	1	Corrections to lesson materials
Instructor #2	3, 12A	6, 8, 10, 12C	2	Logistics Assistant
Instructor #3	4, 11	6, 7, 8, 10, 12C	3	Timekeeper and class monitor
Instructor #4	5, 10	7, 8, 12A	4	Visual aids
Instructor #5	6, 12B	4, 7, 9, 12C	5	Safety Monitor
Instructor #6	7	3, 8, 9, 12B	6	Logistics
Instructor #7	8, 12C	2, 6, 9, 11	7	Final Practical Exercise Coordinator
Instructor #8	9	1, 6, 10, 12B	8	Coordinator Assistant
Assistant 1				Logistics Assistant
Assistant 2				Logistics Assistant
Assistant 3				Safety Assistant
Assistant 4				Safety Assistant
<Secretary>				Administrative Assistant

## Organizing and Copying Course Materials

### List of Course Materials

The written materials for the CSSR Course include the following documents:

1. **SELECTION LETTER:** This letter is usually sent by the host agency in the country that the course will be taught. Those invited should have enough time to respond to the letter and receive their Participant Course Documentation Packet (see sample in Appendix 1.)
2. **PARTICIPANT COURSE DOCUMENTATION PACKET:** The participant must receive this packet at least one month prior to the beginning of the course. The packet consist of three separate sets of information:
  - Course purpose, course objectives, lesson summaries, course schedule, Registration Form, Health and Dietary Requirements Form, and Liability Release Form
  - Participant Pre-Work and Reference Material
  - Pre-Work Questionnaire
3. **PARTICIPANT WORKBOOK(WB):** Each participant receives one the first day of the course. They can be bound in 3-ring binders, spiral loop or other system.
4. **INSTRUCTOR GUIDE (IG):** Contains all the lesson plans of the course as well as thumbnails of all the audio-visual aids (flipcharts, transparencies, and slide guide).
5. **COORDINATOR'S GUIDE(CG):** Contains the outline for planning and delivering the course. It includes the following
  - A **visual aids packet**, containing transparencies ready for viewing and their respective master copies; a complete set of slides in protector sheets; letter-size masters of all flipcharts, that they may be enlarged when needed or be made full-size by hand.
  - An **organizational guide** for the CSSR Course, which includes all documents, guides, tables, formats and masters for organizing the course. This guide should be made available to the Course Coordinator at least three months before the course start date.
  - An **evaluation master** containing course examinations; including masters for all written tests and the Final Practical Evaluation. The evaluation master also includes the answer keys for all written tests.

**Notice: The Course Coordinator is responsible for the security and integrity of all test materials.**

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## Making Copies of Course Materials

- Use pre-punched paper for use with ring binders.
- When possible, making two-sided copies will reduce paper waste and the size of the manuals. Remember to insert blank pages in the master to make sure pages face properly during two-sided copying.

### 1. Participant Registration Packet

See samples of all documents in the Participant Registration Packet in Section 3 of this Guide.

- **Selection Letter** (each letter addressed personally to the participant).
  - **Course Purpose, Course Objectives, Course Summary, Course Schedule, Registration Form, Liability Release Form, and Health and Nutrition Form.**
    - **30 copies** of each recommended.
  - **Pre-Work and Reference Material**
    - **42 copies** recommended: 24 for participants, 8 for instructors, 4 for assistants, 1 for the coordinator, and 5 extra copies.
    - This material must be delivered to the participant at least **one month** prior to the course.
    - The questionnaire in the pre-work should be stapled separately from the Participant Workbook and Reference Material, as it must be completed by the participant and turned in during Lesson 1.
- 2. Participant Workbook. 42 copies** recommended: 24 for participants, 8 for instructors, 4 for assistants, 1 for the coordinator, and 5 extra copies.
- 3. Instructor Guide: 13 copies** recommended: 8 for instructors, 4 for assistants, 1 for the coordinator.
- 4. Coordinator's Guide: Two copies** recommended: One for the Coordinator and one for the Coordinator's assistant (as identified in the instructor's responsibilities form).
- Use one-sided copying due to examples in manual.

### 5. Evaluations, Exercises and other materials

These documents should be held separately as they must be ready to be distributed at different times during the course.

- **Written Post-Tests:** Ten (10) tests for Lessons 2 through 11. Make 30 copies of each, photocopy each one independently just prior to test time.
  - **Practical Evaluations and Final Practical Evaluation Forms:** Practical evaluation forms can be found in Lessons 6 through 11. Make 45 copies of each (24 participants, 8 instructors, 4 assistants and several extras).
  - **Final Exercise evaluation forms:** 16 copies (4 for groups, 8 for instructors, 1 for coordinator plus extras).
- 6. Other Materials**

Other materials described in this guide can be copied as needed by the Coordinator.

## **Preparing the After-Action Report**

After concluding the course, the Coordinator is responsible for completing an After-Action Report for the course. The report serves as a basis to improve future courses, to supplement OFDA's database and to identify candidates as future instructors for the course. The report should contain the information and documents listed below. Keep this in mind while preparing the Course and throughout, to ensure that you will be able to provide the requested information. Samples of most documents appear throughout this Guide.

1. Coordinator's report with recommendations for future course improvements and a list of the most accomplished participants (maximum of 6) for attendance at a future Instructor's Workshop
2. Instructor Responsibilities and Assignments Form
3. Course schedule
4. List of participants' expectations
5. Daily comments on positive aspects and areas needing improvement
6. Observations and suggestions from the instructors and assistants for future course improvements
7. Participant course evaluations with summary
8. Grade report
9. Participant registration forms
10. Course directory
11. A sample of diplomas or certificates issued

**Section 2**

....

**Facilities and  
Physical Set-up**

## Basic Requirements for Facilities

It is important to select facilities in a quiet area, where participants can concentrate. As much as possible, the site should be far from central locations such as main cities, large malls, etc. However, it should not be so remote that it makes it difficult to obtain necessary supplies or emergency medical attention.

The course coordinator and logistics coordinator together should inspect the facilities. Consider access to the facility and cleanliness. The CSSR Course is designed to be delivered either of two ways: on-site housing, in which the participants are housed and sleep at the course location; and off-site housing, where the participants are lodged elsewhere and commute daily to the course location. For on-site courses, the quality of the lodging facilities must be verified to assure the participant will have enough room and ample light to study. In both cases, the facility should offer enough rooms and space for practical sessions, exercises, and presentations. Security, illumination, ventilation, and acoustics, furniture, and the location of electrical outlets must be considered. The electrical system at the location must be able to handle equipment like a photocopier without overloading of the electrical circuits. Noise that can become distracting, such as from airports, trains, factories, schools, stadiums are also considerations. Distractions must be reduced or eliminated to the extent possible.

Some specific basic needs are:

- One large classroom suitable for 30 participants with tables assembled in a U-shape to accommodate 20-24 participants.
- One table for the instructor and projector at the head of the classroom. Tables and six chairs for assistants, other instructors, monitors, and visiting dignitaries at the back of the classroom.
- A level practice field 30 metres by 30 metres in size where the eight props will be built and four concrete slabs will be located (see “Guidelines for Building Structure Simulators” later in this document).
- A building close to the classroom for conducting search drills and shoring practical exercises.
- Secure storage facility, at least 30 square meters in size, close to the practice field for storage of all materials, equipment, tools and accessories.
- One room large enough for three instructors to prepare their lessons and audio/visual aids.
- One room for the secretariat and for storage of some materials and equipment.
- Restrooms for men and women near the classroom.

It is essential that all the equipment be complete and in good working condition. In a course that emphasizes the importance of being prepared, we must practice what we preach. Attached is a list of the minimum equipment, supplies and necessary materials for a CSSR Course. It can be used as a checklist to verify that all equipment and supplies are present and ready for the course. In addition to confirming that the equipment is available, you must also ensure the following:

1. Voltage compatibility with the equipment. Transformers may be needed.
2. All equipment is in good operating condition. Operate all equipment to ensure proper functioning. Be prepared to clean and provide basic maintenance to any slide projector, overhead projector, television, camcorders, VCR and photocopier. Have spare light bulbs for the slide and overhead projectors.
3. All instructors are familiar with the operation of all audio-visual equipment.
4. The projection screen is in good condition.
5. Verify that the camcorders, VCR and televisions all use a compatible format (PAL-N, NTSC, etc.) and that all wiring and connectors are present.
6. The paper for the photocopier and flipchart are the correct size and weight.
7. Analyze the types of incidents that occur in the region where the participants are from in order to select the types of exercises and practices;
8. Make sure that all the instructors and assistants know how to operate the equipment that will be used in the course.

### **Problem-Solving**

No matter how carefully you prepare, it is always possible that something will go wrong. If a problem does arise, use it as a teaching experience with the instructors. Analyze the problem and together create a solution. Remember that the participants should be isolated from problems to the extent possible. Their focus should be on learning. For example, under an electrical blackout or projection equipment failure, revert to the participant's manual, flipcharts and chalkboard.

Some simple measures can avoid or minimize inconveniences. Examples:

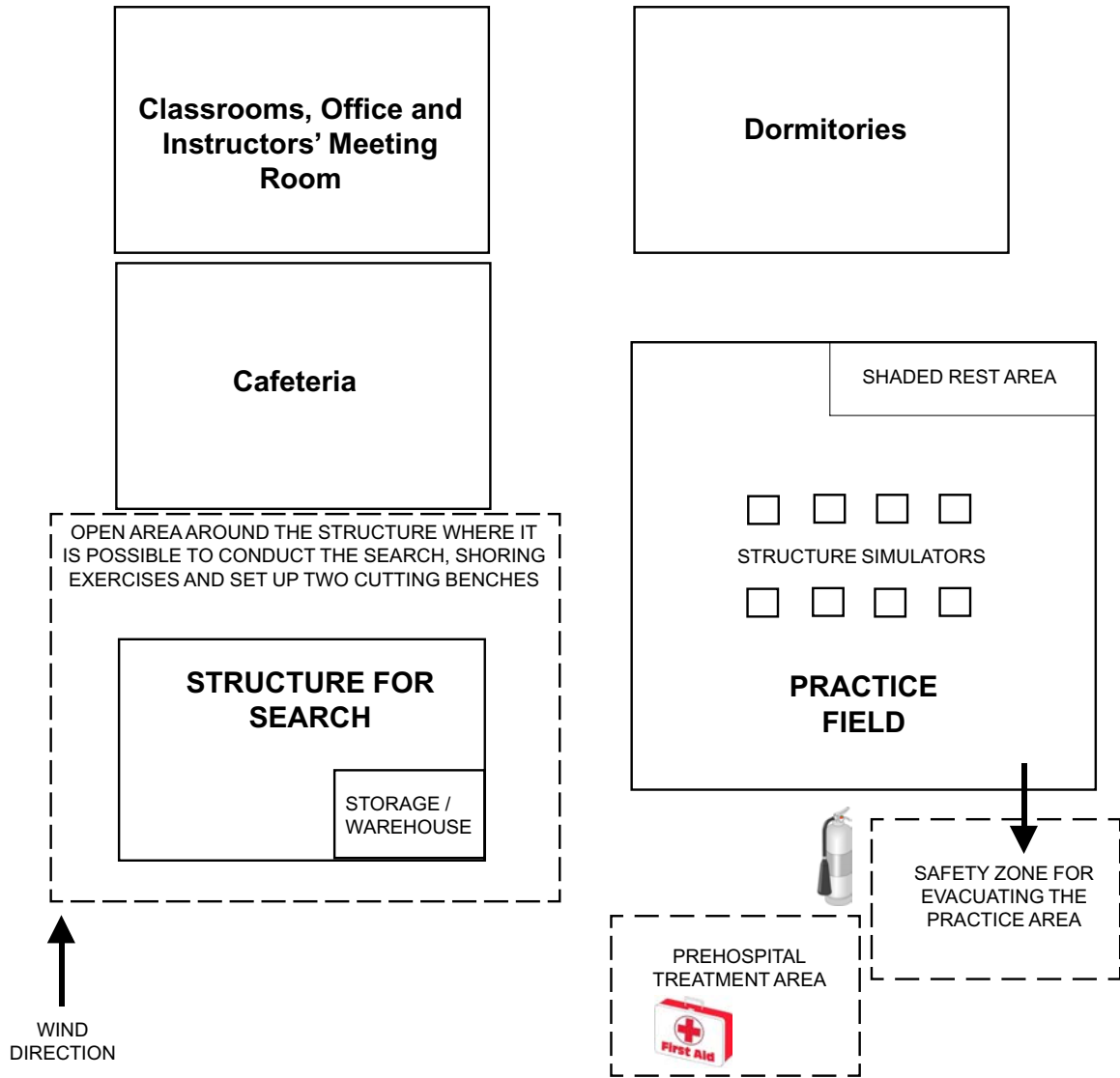
- Stick with the schedule as closely as possible. This prevents problems with the meal service. The Logistics Coordinator should keep the person in charge of providing meals informed of any changes in the schedule or special needs.
- The logistics Coordinator should have copies of all contracts in order to ensure that no problems arise. Any changes should be reported to the company or person involved. This includes meals, accommodations, etc.
- Alternates should be identified to replace any participant who does not show up. The alternates are usually the assistants and must be provided with all the participant materials.

**Remember: Prevention is the best solution.** Take the necessary precautions to the extent possible to avoid surprises in the classroom.



## Sample Facilities Diagram

Ideal configuration for a CSSR Course

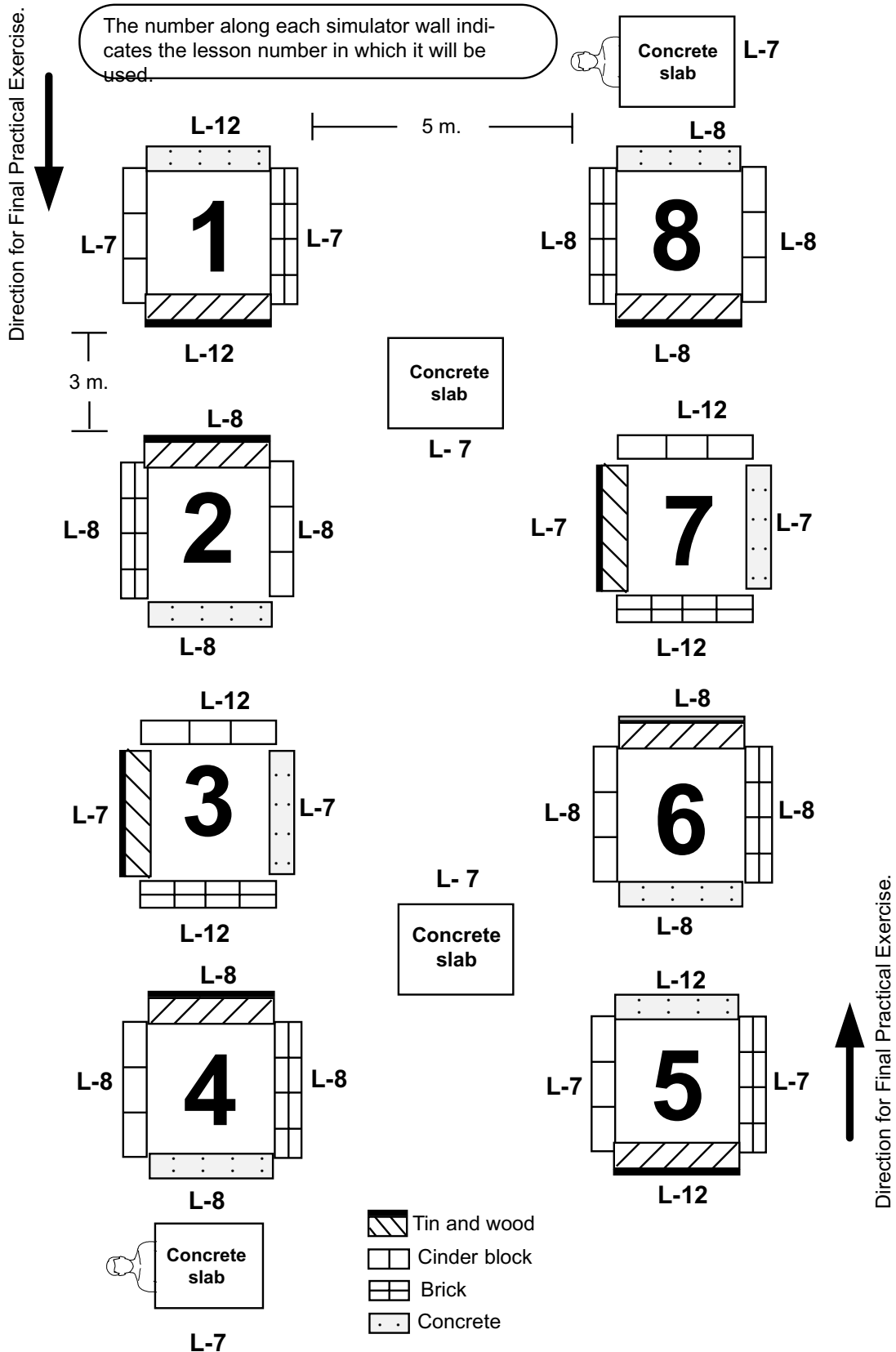


RAPID EVACUATION ROUTE FOR  
AMBULANCE



## Practice Field Layout

CSSR structure simulation field, in a flat and level area 30 metres x 30 metres.



## Structure Simulator Construction Details

The structure simulators described in this manual have been designed in order to allow participants in the CSSR Course to practice the techniques on materials as close as possible to real-life construction in the host country.

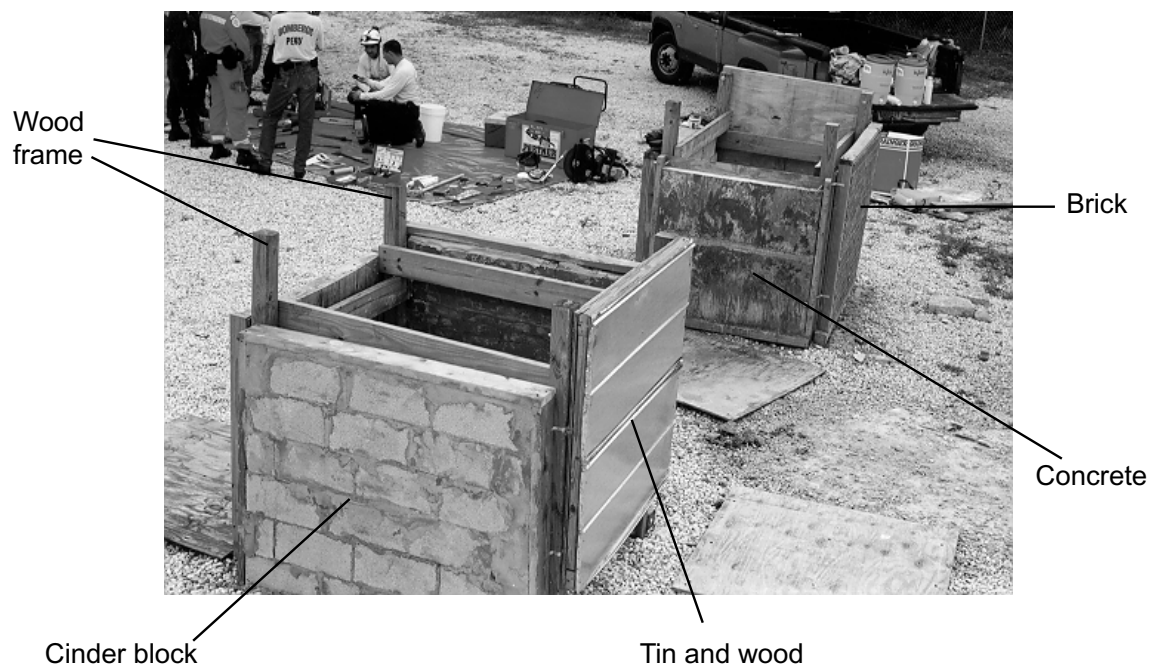
It will be necessary to build eight (8) simulators (or props) according to the diagrams shown in this guide. The simulators will need to be constructed at least 30 days before the start of the course in order to allow the concrete to fully harden. Four concrete slabs will also need to be prepared. The dimensions are as follows:

**Simulators:** 120 cm deep X 140 cm wide X 120 cm tall (all dimensions above ground)

**Concrete slabs:** 150 cm deep X 150 cm wide X 15 cm thick

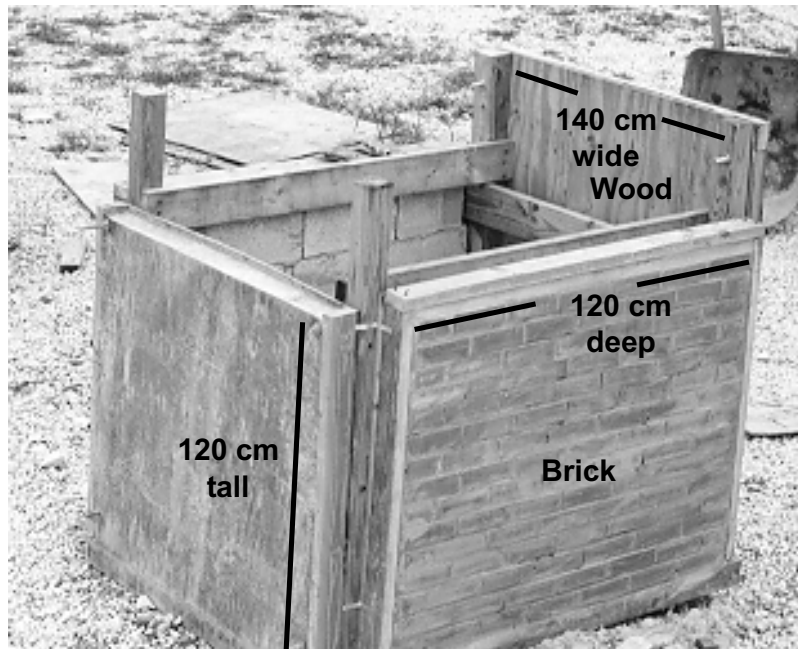
The base of each prop must be secured by embedding it at least 30 cm in the ground. The sides of each simulator must be painted with the lesson number for which it will be used (see Practice Field diagram for numbering). For this reason, they will need to be constructed in the exact orientation shown in the diagram.

### Simulator Constructed Around a Wood Frame

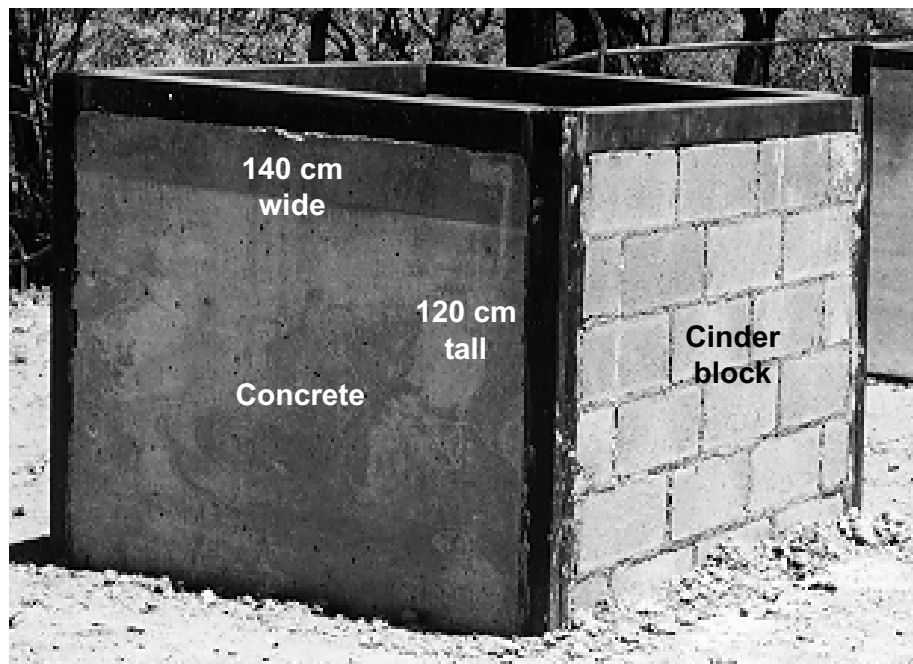


As can be seen in the above picture, each side of every simulator is built using different materials, with those materials most commonly used in the host country. Therefore, it is necessary to keep this in mind in order to practice using the correct construction materials in the host country. Enough tarps or opaque plastic sheets will be needed to cover the two rows of structure simulators as shown in the pictures included in the Coordinator's Guide.

## Standard Construction Details for Structure Simulators



*The base of the simulators must be anchored to the ground using screws or other secure method which will ensure the structures remain firm during the exercises.*



### Simulator Constructed with Metal Frame



### Typical arrangement of eight structure simulators in the practice field



Assigned lesson number painted on all sides of each structure



*Photos showing how tarps or plastic sheeting are used to cover each row of structures for the final exercise, to mimic conditions inside a collapsed structure.*





*Photos of sample concrete slabs laid on the ground in simulator area (four slabs total).*



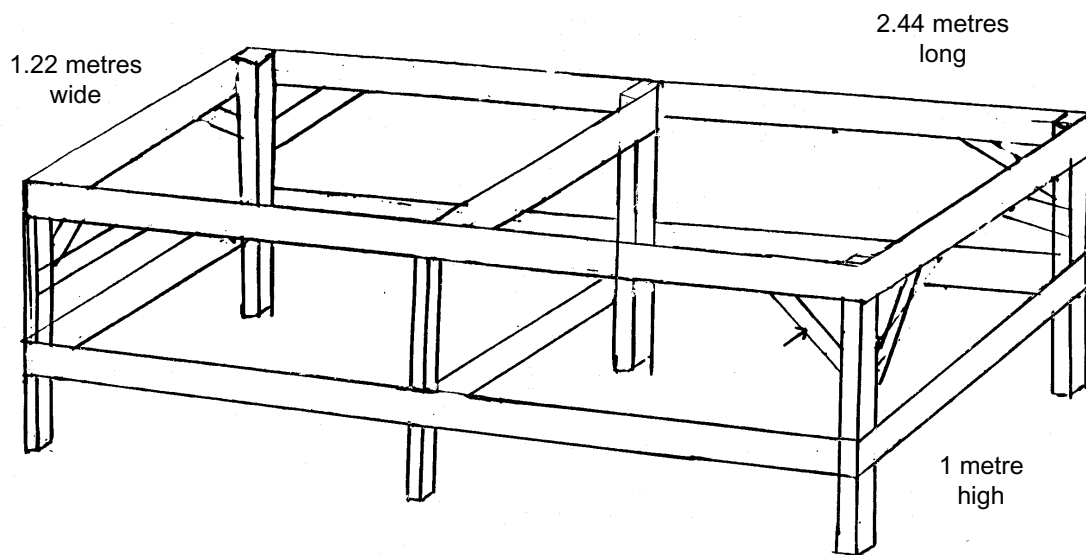
*The photo below gives a visual approximation of the wood required to build the structure simulators and a cutting table.*



**Cutting Table**



## Construction Details for Cutting Tables

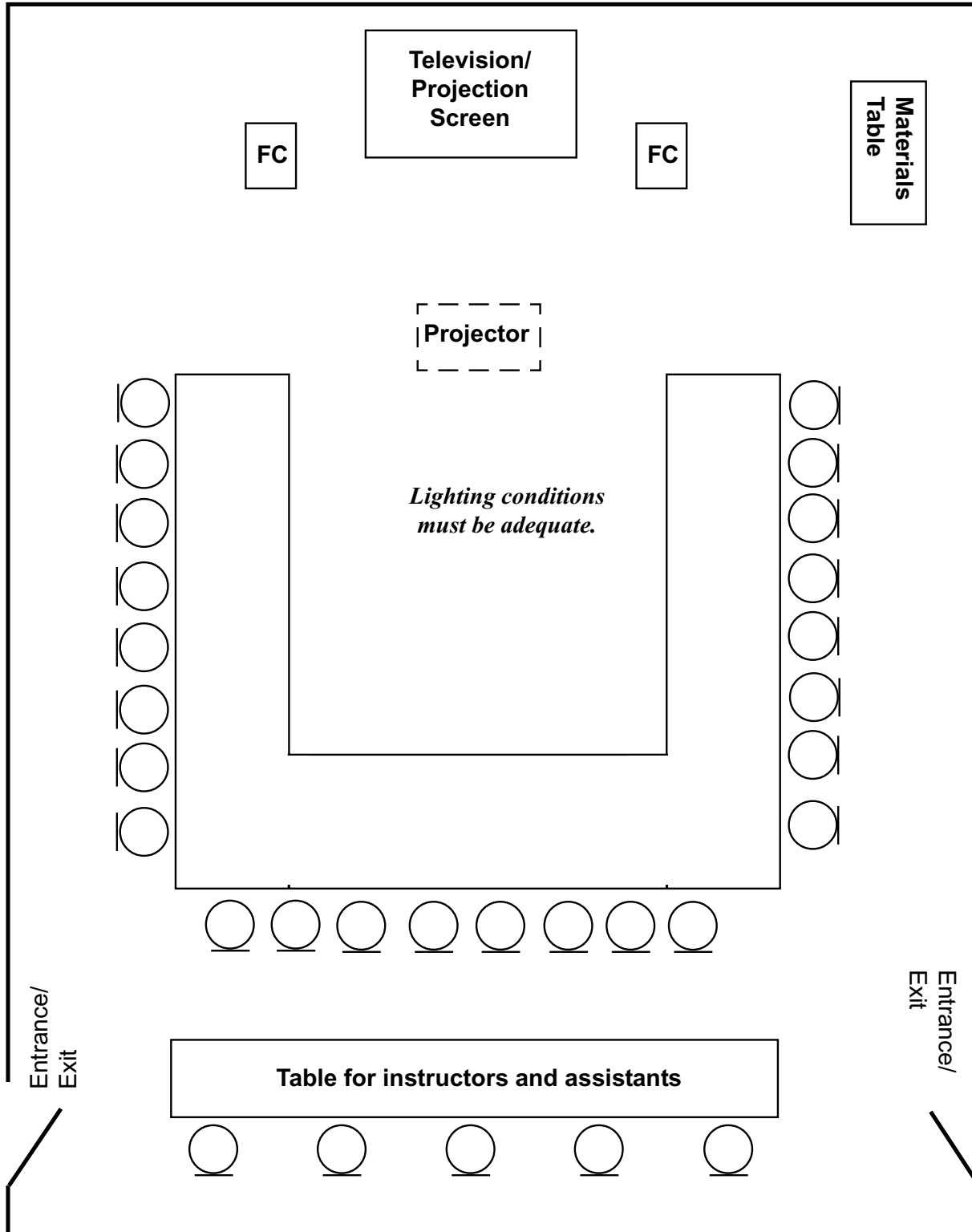


*Guides for cutting wood indicated by arrows.*



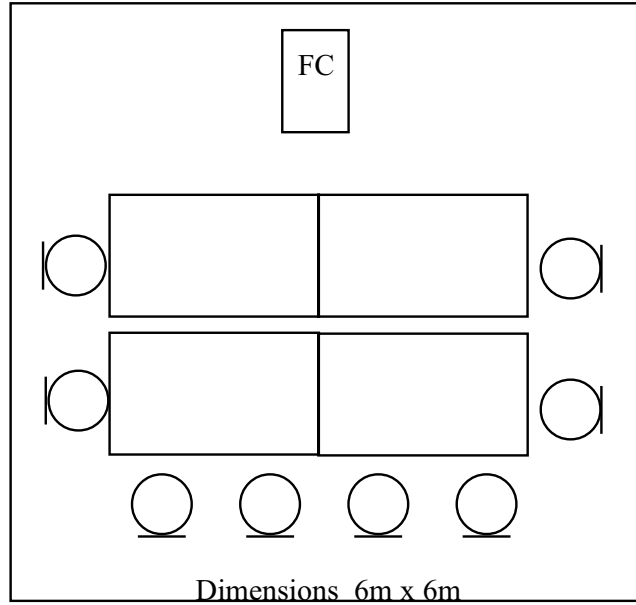
# Sample Classroom Layout with Projector or Television

Minimum Classroom Dimensions: 9m X 15m



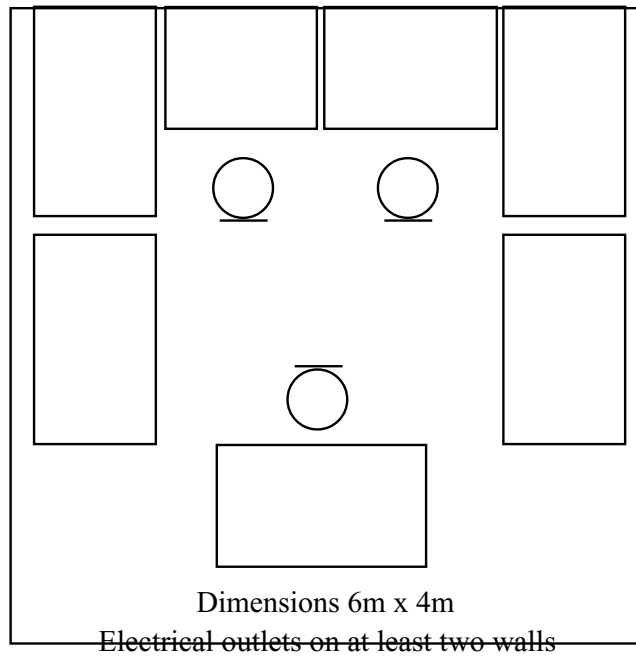
## Additional Sample Room Layouts

### Instructor Room



*Lighting conditions must be adequate.*

### Administrative Office



## Equipment, Materials and Supplies Master List

*Items marked as “Optional” should be obtained only if the host organization has this equipment readily available in their current cache. They need not be purchased for the course.*

<u>Office Supplies and Texts</u>	<u>Quantity</u>
Binders .....	as needed
Bond paper for printing course certificates .....	70 sheets
Computer system including printer .....	1
Coordinator’s Guide .....	2
Course Pre-Work .....	45
Desk scissors .....	2
Divider tabs for binders .....	as needed
Instructor’s Guide .....	13
Name tags .....	45
Name tents .....	45
Paper glue tubes/sticks (for Class Directory photos) .....	4
Paper, reams of white, for printing/miscellaneous .....	4
Participant Workbooks .....	45
Pencils .....	35
Pencil sharpeners .....	2
Pens, black ink ballpoint .....	12
Pens, red ink ballpoint .....	12
Photocopier with replacement toner cartridge .....	1
Reams of copy paper .....	4
Reference Materials .....	45
Rulers .....	4

Staplers .....	2
Tape, replacement rolls .....	4
Tape, rolls of 1.5 cm (1/2-inch) masking tape .....	2
Tape, rolls of 8-cm (3-inch) masking .....	3
Tape, transparent, with dispenser .....	2
Three-hole punches .....	2

<b>Visual Aid Equipment and Accessories</b>	<b>Quantity</b>
---	-----------------

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Clipboards for practical evaluations .....	10
Extension cords, 50-foot .....	4
Flipchart markers, assorted colors .....	24
Flipchart sheets .....	200
Flipchart stands .....	4
Flipcharts, full set for CSSR lessons .....	1
Folder with protective sheets for transparencies .....	1
Overhead transparency markers, assorted colors .....	8
Projector, overhead/transparency (with 2 spare bulbs) .....	1
Screen for projectors .....	1
Slide carousels .....	2
Slide projector with carousel (with 2 spare bulbs) .....	1
Slides, complete set for CSSR course .....	1
Transparencies, complete set for CSSR course .....	1
User manuals for all equipment .....	1 each

**CSSR Tools, Equipment and Accessories (see pictorial glossary)** **Quantity**

*NOTE: To establish a common terminology for tools, equipment and accessories, see pictorial glossary in the Pre-Work showing pictures of each.*

Backboard straps .....	8
Backboard, long .....	2
Bolt-cutter, 14-inch .....	2
Bolt-cutter, 30-inch .....	2
Bucket .....	4
Carpenter’s square, 30-cm minimum length .....	8
Cervical collar (adult/infant) .....	2
Chain saw replacement chain .....	4
Chainsaws, gas or electric, 18-inch (45-cm) minimum .....	3
Chipping hammer bits, flat, 30-45 cm long, 2.5-5 cm wide .....	4
Chipping hammer bits, pointed 30-45 cm long .....	4
Chipping hammer, 115 V, 10 amps .....	4
Chisel, diamond-point, 1 cm (3/8-inch) point .....	4
Chisel, flat, 1.25 to 2.5 cm (1/2 to 1 inch) wide .....	4
Circular saw blade replacements, for cutting wood (carbide tip) .....	4
Circular saw, 15 amps, 26 cm (10-1/4 inch) blade .....	3
Come-along, rescue type, 3,400-lb. (1,400-kg) capacity .....	4
Crowbar, 24-inch (60 cm) .....	4
Drill bits (electric) for metal/wood, minimum 1.25-cm diameter, 15 cm long ...	8
Drill, electric, reversible w/ 1/2-inch chuck .....	2
Extension cord, 30 metres long, 15 amp .....	4
Fire extinguisher, 20 lbs. dry chemical, Type BC .....	2
Fuel containers, suitable for mixing gasoline and oil .....	4
Gasoline .....	190 litres

Generator, portable, 2,500 watts .....	4
Hacksaw replacement blades .....	20
Hacksaw, 25-30 cm (10-12 inch) blade .....	5
Hammer drill, 115 V, 10.5 amps, 18 lbs. ....	4
Hammers (standard carpenter’s) .....	8
Hydraulic jack, 12-ton .....	4
Keyhole saw, 15-cm minimum blade .....	4
Latex gloves .....	30 pairs
Levels, 60-cm (24-inch) .....	8
Lighting equipment .....	4
Medical First Responder box, complete .....	1
Megaphone .....	2
Nails, 12 cm long .....	10 kg.
Nails, 6 cm long .....	10 kg.
Oil, two-cycle motor .....	4 litres
Oxygen delivery equipment .....	1
Pencils, carpenter’s .....	20
Pry bar, 6-ft. (1.85 m) .....	16
Radios, portable, for point-to-point communications .....	10
Reciprocating saw replacement blades, for cutting metal .....	10
Reciprocating saw replacement blades, for cutting wood .....	10
Reciprocating saw, 120 V, 4 amps. ....	4
Rotary hammer drill bits, 5-cm diameter, 40-cm minimum .....	8
Rotary rescue saw replacement blades, for cutting concrete .....	8
Rotary rescue saw replacement blades, for cutting metal .....	8
Rotary rescue saw replacement blades, for cutting wood .....	2

Rotary rescue saw, 30-cm (12-inch) blade .....	5
Safety vest .....	2
Saw, 60-cm blade .....	5
Scene tape roll .....	150 m.
Shovels, rounded or spade .....	4
Sledgehammer, 4.5–6 kg. (10-12 lbs.) .....	8
Spray paint cans, international fluorescent orange .....	4
Tape measure, metric, 10-metre minimum .....	8
Tarps, 4 x 4 metres (minimum) .....	4
Tarps, 6 x 6 metres (minimum) .....	10
Thermos (drinking water), min. 10-litre capacity .....	4
Tin snips .....	4
Pliers in tool kit .....	2

**Optional Items**

Air chisel bits, diamond point (min. 30 cm long) (optional) .....	4
Air Chisel bits, flat point (optional) .....	4
Air gun, 90 psi (optional) .....	4
Compressed air bottles (optional) .....	4
Fan for confined spaces, electric (optional) .....	2
Safety cones (optional) .....	10

**Tool Kit**

**Quantity**

Crescent wrench, 30-cm. (12-inch) .....	2
Screwdriver set, slot and Philips head (various sizes) .....	4



**Personal Protective Equipment** **Quantity**

*Note: Each participant, instructor and assistant must supply their own of all items listed in this category.*

Canteen .....	1
Ear protection .....	1
Flashlight, head-mounted or hand-held, w/ replacement batteries .....	1
Hat, cap or other sun protection .....	1
Heavy-duty work gloves .....	2 pairs
Knee pads (pair) (optional) .....	1
Raincoat.....	1
Safety boots with steel safety toe .....	1 pair
Safety goggles .....	1
Safety helmet with chin strap (industrial or rescue type).....	1
Whistle .....	1
Work clothes (full sets).....	3

**Wood Supplies** **Quantity**

10 cm x 10 cm x 3 m. ....	34
5 cm x 10 cm x 3 m. ....	40
5 cm x 10 cm x 5 m. ....	15
10 cm x 10 cm x 5 m. ....	14
1.2 m x 2.4 m x 1.25-1.9 cms (1/2-3/4 in.) plywood sheets .....	10

# **Section 3**

....

# **Participant Registration Packet**

## Sample Participant Acceptance Letter

*(Prepare on host letterhead. Edit italicised text options.)*

<Date>

<Participant's address>

Dear Participant:

Congratulations on being selected to participate in the Collapsed Structure Search and Rescue (CSSR) Course. We would like to provide you some information relevant to the course.

The course will be conducted in \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_, 200\_\_.

As this course is academically and physically demanding, it is extremely important that you carefully study the Pre-Work that accompanies this letter. The completed questionnaire will be collected from you at the beginning of the first day of the course.

All participants of the CSSR Course will be housed <*on-site/off-site*> for the duration of the course, and you will need to bring all necessary clothing, personal effects and toiletries. In addition, you should bring the following items:

- Two passport-size photos
- Your official uniform for the course inauguration and closing ceremonies

### **Personal Protective Equipment**

The items below are mandatory and will be inspected at the beginning of the course.

- Safety helmet
- Work clothes
- Baseball cap
- Work gloves (leather)
- Eye protection (safety goggles)
- Hearing protection (ear plugs, ear muffs)
- Steel toe boots
- Canteen or water bottle
- Whistle
- Waterproof flashlight

### **Optional**

- Knee pads
- Department jumpsuit
- Sun block
- Mosquito repellent
- Poncho or other rain protection

The expected weather conditions are as follows:

Max. temperature: \_\_\_\_\_ Min. temperature: \_\_\_\_\_ Relative Humidity: \_\_\_\_\_%

Rain  Clear weather Altitude above sea level: \_\_\_\_\_

Insects common to the area: \_\_\_\_\_

Endemic diseases: \_\_\_\_\_

**Please complete all attached registration forms in block letters or typed, sign them and be ready to present them to the Course Coordinator at the beginning of the course.**

If you have questions about any of the material enclosed or about the course in general, please contact the Course Coordinator (information below).

Sincerely,

CSSR Course Coordinator

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attachments:

- Course Registration Form
- Participant Health and Dietary Requirements Form
- Liability Release Form
- Course Pre-work (which includes course purpose and objectives, lesson summaries, and the course schedule)
- Reference material
- Pre-Work Questionnaire



## Miami-Dade Fire Rescue

Miami, Florida, U.S.A.

**USAID/Office of U.S. Foreign  
Disaster Assistance**

Disaster Preparedness and  
Response Program



### Requirements

- Participant must belong to a first response team with at least two years' experience in rescue operations.
- Successful completion of the Medical First Responder (MFR) Course.
- Application letter confirming sponsorship by an institution or organisation.
- Medical and psychological certificate of health confirming good physical and mental condition, precluding any claustrophobia or anxiety attacks.



### Collapsed Structure Search and Rescue Course



### Methodology

The Collapsed Structure Search and Rescue course is taught using the Interactive Method of Learning with continuous interaction between the participants and instructors. The course includes interactive lectures and demonstration practice sessions. Participants will be required to resolve several simulated incidents throughout the course, including the Final Practical Evaluation, during which they must successfully demonstrate the performance objectives of the course.



### Contact Information

To obtain additional information regarding the CSSR Course and other courses, please contact:

*Miami-Dade Fire Rescue  
International Programs Bureau  
9300 NW 41 Street  
Miami, Florida, USA 33178-2414  
Telephone: (305) 596-8036  
Fax: (305) 596-8933  
Internet: [www.co.miami-dade.fl.us/fire/rescue](http://www.co.miami-dade.fl.us/fire/rescue)*

### Course Reimen and Duration

The CSSR Course may be conducted with participants housed on-site or off-site.  
Duration: 8 continuous days (64 hours)



## Background

The Collapsed Structure Search and Rescue Course was originally designed, developed and delivered on the basis of a detailed analysis and training needs assessment of the Latin America Region as delineated by the members of the Advisory Committee (ad hoc) assembled by USAID / OFDA in San Jose, Costa Rica in November 1992. The course has been adopted as a generic English version for adaptation in other regions of the world.

## Course Purpose

This course will provide the participants with the knowledge and skills necessary to search for, stabilise and extricate victims trapped in collapsed structures using the safest and most appropriate procedures.

## Target Audience

Emergency and disaster first response groups such as fire departments, the Red Cross, police departments, and rescue teams associated with civil defense or civil protection.



## Performance Objective

Upon completing the course, the participant, as part of a team of 10 to 12 members and using the search and rescue collapsed structure equipment kit, will be capable of assessing the area, searching for, locating, stabilising and extricating one victim of a simulated collapse in no more than nine hours in three different scenarios.



## Instructional Objectives

Upon completing the course, the participant will be able to:

1. Describe how to organise and start a CSSR operation.
2. Describe construction materials, the types of damage in a structure and collapse patterns.
3. Describe the five categories of the INSARAG Marking System
4. List the safety rules that must be followed during CSSR operations.
5. Name and describe the use and maintenance of the tools, equipment and accessories used in a CSSR operation.
6. Describe and explain the different methods for locating voids and the steps to follow in locating potential victims.

7. Name and explain the basic techniques for penetrating a collapsed structure and gaining access to a victim.
8. List the procedure for building two types of shoring.
9. Describe the methods of lifting a load.
10. Describe the medical protocols to follow for pre-hospital treatment of one or more victims trapped in a collapsed structure.



## Course Content

- Organizing and Starting a CSSR Operation
- Construction Materials, Structures and Damage Types
- Structural Triage and the INSARAG Marking System
- Operational Safety
- Search and Location Techniques
- Tools, Equipment and Accessories
- Rescue Strategies and Techniques
- Shoring Methods
- Lifting and Stabilising Loads
- Pre-hospital Treatment
- Final Exercise – Collapsed Structure Scenarios

## **CSSR Lesson Summaries**

### **Lesson 1: Introduction**

Introduction of personnel. Expectations. Materials to be utilized in the course. Inspection of personal protective equipment. Purpose of the course. Performance objectives. Training objectives. Evaluation system. Course schedule. Evaluation forms. Registration forms. Liability Release. Ground rules. Emergency procedures. File.

### **Lesson 2: Organizing and Starting a CSSR Operation**

Definition of collapsed structure search and rescue (CSSR). Definition of confined space rescue. Definition of a CSSR team. Overview of the Incident Command System. Area of Operations. Phases of a CSSR Team mission. Stages during the operations phase of a CSSR incident. Steps for initial assessment. Basic organization of a CSSR Team.

### **Lesson 3: Structures, Materials and Damage Types**

Construction materials. Classification according to composition and use. Forces affecting building materials. Construction methods. Structure types. Characteristics of structures. Types of damage and failures. Collapse patterns.

### **Lesson 4: Structural Triage and the INSARAG Marking System**

Structural triage. Triage factors and criteria. INSARAG Marking System (International Search and Rescue Advisory Group)

### **Lesson 5: Operational Safety**

Factors affecting safety. Operational guidelines. Unsafe actions and conditions. Safety rules. Safety considerations for each phase of a CSSR mission.

### **Lesson 6: Search and Location Techniques**

Definition of void space. Locating void spaces. Types of structures. Collapse patterns. Stages for search and location: reconnaissance, gain access, location. Conventional search techniques. Unconventional search techniques.

### **Lesson 7: Equipment, Tools and Accessories**

Definitions of equipment, tools and accessories. Classification according to use. Classification according to its operation. Steps to follow before, during and after using tools. Use of chipping hammer. Use of impact drill. Use of saws.

### **Lesson 8: Rescue Strategies and Techniques**

Vertical and horizontal approach. Advantages and disadvantages. Rescue techniques. Steps for assessment of access areas. Techniques for breaking and breaching.

### **Lesson 9: Shoring Techniques**

Definition of shoring. Types of shoring. Conditions for shoring. Procedures for building shores.

### **Lesson 10: Lifting and Stabilizing Loads**

Lifting techniques. Use of hydraulic jack. Cribbing.

### **Lesson 11: Pre-hospital Treatment**

Mechanisms of injury. Potential injuries. Crush syndrome. Compartment syndrome. Immobilisation.

### **Lesson 12: Final Exercise**

Three scenarios:

- Organising and Starting a CSSR Operation
- Searching for and Locating Victims
- Gaining access to a victim, providing pre-hospital treatment, and extricating the victim.





**Disaster Preparedness and Response Program  
USAID/OFDA -- Miami-Dade Fire Rescue Department**

**Collapsed Structure Search and Rescue  
COURSE SCHEDULE  
<<City, Country>>  
<<Dates>>, 2001**

<p align="center"><b>Day 1</b> _____ 2001</p> <p>07:30 – Reception and Registration 08:00 – <b>Opening Ceremony</b> 08:30 – <b>Lesson 1:</b> Course Introduction 10:00 – Break and group photograph 10:30 – <b>Lesson 2:</b> Organizing and Starting a CSSR Operation 12:30 – Lunch 14:00 – <b>Lesson 3:</b> Construction Materials, Structures and Damage Types 15:30 – Break 15:45 – <b>Lesson 4:</b> Structural Triage and the INSARAG Building Marking System 17:00 – Daily Course Evaluation</p>	<p align="center"><b>Day 2</b> _____ 2001</p> <p>07:30 – <b>Post-Test Review:</b> Lessons 2, 3 &amp; 4 08:00 – <b>Lesson 5:</b> Operational Safety 10:00 – Break 10:30 – <b>Lesson 6:</b> Search and Location Techniques (lecture and practice) 12:30 – Lunch 14:00 – <b>Practical Evaluation:</b> Lesson 6 15:30 – Break 15:45 – <b>Lesson 7:</b> Tools, Equipment and Accessories (Lecture) 17:30 Daily Course Evaluation</p>
<p align="center"><b>Day 3</b> _____ 2001</p> <p>07:30 – <b>Post-Test Review:</b> Lessons 5 &amp; 6 08:00 – Lesson 7 (cont'd.) Demonstration and practice 10:00 – Break 10:30 – Lesson 7 (cont'd.) Demonstration and practice 12:30 – Lunch 14:00 – Lesson 7 (cont'd.) Demonstration and practice 15:30 – Break 15:45 – <b>Practical Evaluation:</b> Lesson 7 17:30 – Daily Course Evaluation</p>	<p align="center"><b>Day 4</b> _____ 2001</p> <p>07:30 – <b>Post-Test Review:</b> Lesson 7 08:00 – <b>Lesson 8:</b> Rescue Strategies and Techniques 10:00 – Break 10:30 – Lesson 8 Demonstration and Practice: Breaking and Breaching Techniques 12:30 – Lunch 14:00 – <b>Practical Evaluation:</b> Lesson 8 15:30 – Break 15:45 – <b>Practical Evaluation</b> (cont'd.) 17:30 – Daily Course Evaluation</p>

*Schedule subject to change without notice.*

## Collapsed Structure Search and Rescue

### COURSE SCHEDULE

<<City, Country>>

<<Dates>>, 2001

<p style="text-align: center;"><b>Day 5</b> _____ 2001</p> <p>07:30 – <b>Post-Test Review:</b> Lesson 8              08:00 – <b>Lesson 9:</b> Shoring Methods              10:00 – Break              10:30 – Lesson 9 (cont'd.)                        Demonstration and practice              12:30 – Lunch              14:00 – Lesson 9 (cont'd.)                        Demonstration and practice              15:30 – Break              15:45 – <b>Practical Evaluation:</b> Lesson 9              17:30 – Daily Course Evaluation</p>	<p style="text-align: center;"><b>Day 6</b> _____ 2001</p> <p>07:30 – <b>Post-Test Review:</b> Lesson 9              08:00 – <b>Lesson 10:</b> Lifting and Stabilising Loads              09:00 – Lesson 10 (cont'd.)                        Demonstration and practice              10:00 – Break              10:30 – <b>Practical Evaluation:</b> Lesson 9              12:30 – Lunch              14:00 – <b>Practical Evaluation</b> (cont'd.)              15:30 – Break              16:00 – Daily Course Evaluation</p>
<p><b>Day 7 _____ 2001: Free Day</b></p>	
<p style="text-align: center;"><b>Day 8</b> _____ 2001</p> <p>07:30 – <b>Post-Test Review:</b> Lessons 9 &amp; 10              08:00 – <b>Lesson 11:</b> Pre-Hospital Treatment              10:00 – Break              10:30 – Daily Course Evaluation              12:30 – Lunch              14:00 – Instructors prepare for Final Practical Exercise</p>	<p style="text-align: center;"><b>Day 9</b> _____ 2001</p> <p>00:00 – <b>FINAL PRACTICAL EXERCISE:</b>                        Preparation, Notification and Instructions              06:00 – <b>Phase 1</b>              07:30 – <b>Post-Test Review:</b> Lesson 11              08:45 – <b>Phase 2</b>              09:30 – <b>Phase 3</b>              12:30 – Working Lunch (continue exercise)              14:00 – Phase 3 (cont'd.)              15:45 – <b>End Final Practical</b>              16:00 – Break              16:30 – Daily Course Evaluation              17:00 – Closing Ceremony</p>
<p><i>Schedule subject to change without notice.</i></p>	

<b>CSSR Course Evaluation System</b>		
<b>Lesson</b>	<b>Lesson Post-Test</b>	<b>Evaluations and Practical Exercises</b> Successful Performance Required
<b>1</b>	Course Introduction	
<b>2</b>	Organizing and Starting a CSSR Operation	
<b>3</b>	Structures, Materials and Damage Types	
<b>4</b>	Structural Triage and the INSARAG Building Marking System	
<b>5</b>	Operational Safety	
<b>6</b>	Search and Rescue Strategies	Search Exercise
<b>7</b>	Equipment, Tools and Accessories	Use of equipment, tools and accessories (four stations)
<b>8</b>	Rescue Strategies and Techniques	Breaching and breaking (four stations)
<b>9</b>	Shoring Techniques	Shoring exercise (four stations)
<b>10</b>	Lifting and Stabilising Loads	Lifting, cribbing, and use of jack exercise (two stations)
<b>11</b>	Pre-hospital Treatment	
<b>12</b>	<b>Final Practical Evaluation</b> Passing Score Required	



**Disaster Preparedness and Response Program  
USAID/OFDA -- Miami-Dade Fire Rescue**

**Collapsed Structure Search and Rescue (CSSR) Course  
Course Registration Form**

COURSE LOCATION		PASTE PHOTO HERE
COURSE DATES START: _____ END: _____		
PARTICIPANT'S FULL NAME		
DATE OF BIRTH Month / Day / Year	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
HOME ADDRESS	WORK ADDRESS	
HOME TELEPHONE: HOME FAX:	WORK TELEPHONE: WORK FAX:	
PERSONAL E-MAIL ADDRESS	WORK E-MAIL ADDRESS	
PRESENT POSITION (JOB/TITLE/RANK)		
SCHOOLING COMPLETED <input type="checkbox"/> PRIMARY <input type="checkbox"/> SECONDARY <input type="checkbox"/> UNIVERSITY	TEACHING EXPERIENCE <input type="checkbox"/> NO <input type="checkbox"/> YES HOW LONG? _____	
EXPERIENCE IN EMERGENCY SERVICES		
<input type="checkbox"/> FIRST AID	<input type="checkbox"/> GENERAL SERVICES	
<input type="checkbox"/> FIRE FIGHTING	<input type="checkbox"/> VEHICLE RESCUE	
<input type="checkbox"/> TRANSPORTATION	<input type="checkbox"/> CONFINED SPACE RESCUE	
<input type="checkbox"/> EQUIPMENT MAINTENANCE	<input type="checkbox"/> ADMINISTRATION	
<input type="checkbox"/> EMERGENCY MEDICAL SERVICES	<input type="checkbox"/> COMMAND	
PRINT your name below as you would like it to appear on the Certificate of Completion.		
PLEASE SIGN AND DATE THIS FORM		
SIGNATURE: _____		DATE: _____



**Disaster Preparedness and Response Program  
USAID/OFDA -- Miami-Dade Fire Rescue**

**Collapsed Structure Search and Rescue (CSSR) Course  
Health and Dietary Requirements Form**

*This form will provide the coordinator with important information regarding your health or diet.  
Turn this form in at the beginning of the course. **Please print clearly or type.***

**COURSE LOCATION**

**COURSE DATES**

**START:**

**END:**

**PARTICIPANT'S FULL NAME**

**ARE YOU VEGETARIAN OR DO YOU HAVE ANY OTHER DIETARY RESTRICTIONS?**

YES     NO

IF YES, PLEASE SPECIFY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DO YOU HAVE ANY FOOD ALLERGIES?**

YES     NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ARE YOU UNDER ANY MEDICAL TREATMENT, USING MEDICATIONS OR HAVE ANY PHYSICAL DISABILITIES?**

YES     NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE SIGN AND DATE THIS FORM**

**SIGNATURE:**

**DATE:**



**Disaster Preparedness and Response Program  
USAID/OFDA -- Miami-Dade Fire Rescue**

**Collapsed Structure Search and Rescue (CSSR) Course  
Liability Release Form**

*All non-staff individuals involved in any part of the CSSR Course must complete and sign this form and submit it to the Course Coordinator by the start of the first day of class. Please print clearly or type.*

<b>COURSE LOCATION</b>	<b>COURSE DATES</b>
	<b>START:</b> _____ <b>END:</b> _____

**PARTICIPANT'S FULL NAME (PRINTED)**

\_\_\_\_\_

**PARTICIPANT'S PASSPORT NUMBER OR OTHER GOVERNMENT-ISSUED IDENTIFICATION NUMBER**

**NUMBER:** \_\_\_\_\_ **ISSUING COUNTRY:** \_\_\_\_\_

**LIABILITY RELEASE**

I hereby acknowledge that I am fully aware of the risks to which I may be exposed during the CSSR Course, with potential minor and major accidents that may cause me or other persons bodily harm and/or illness. I fully understand and accept that the U.S. Office of Foreign Disaster Assistance (USAID/OFDA), the Miami-Dade Fire Rescue Department (MDRFD), as well as the course coordinator, instructors and assistant personnel, have taken every precaution possible to prevent accidents, injuries and illness during the course.

I agree to comply strictly with each and every safety standard of the CSSR Course. These safety standards have been made available to me in the Course Pre-Work and will be explained to me during the first lesson and throughout the course. I furthermore pledge to ensure my own safety and the safety of all other course participants to the best of my ability.

On the basis of the aforesaid, in the event of any accident that may cause me bodily injury or illness during or after the CSSR Course, I hereby release the U.S. Office of Foreign Disaster Assistance (USAID/OFDA), the Miami-Dade Fire Rescue Department (MDRFD), the course coordinator, instructors and assistant personnel from all legal liability thereof.

**PLEASE SIGN AND DATE THIS FORM**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCEPTED BY COURSE COORDINATOR**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# **PARTICIPANT'S PRE-WORK**

**See Pre-work Packet**

# **Section 4**

....

## **Course Certificates, Forms and Labels**



## CSSR Course Grade Sheet

		Lesson 2	Lesson 3	Lesson 4	Lesson 5		Lesson 6				
	Participant	PT-2	PT-3	PT-4	PT-5	PE-5	PT-6	PE-1	PE-2	PE-3	PE-4
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## CSSR Course Grade Sheet

	Participant	LESSON 7					LESSON 8					LESSON 9		
		PT-7	PE-1	PE-2	PE-3	PE-4	PT-8	PE-1	PE-2	PE-3	PE-4	PT-9	PE-1	PE-2
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# CSSR Course Grade Sheet

	Participant	LESSON 10				LESSON 11	LESSON 12			FINAL
		PT-10	PE-1	PE-2	AVG	PT-11	PHASE 1	PHASE 2	PHASE 3	
1										
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**CSSR Course Attendance Roster**

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

	Participant Name	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
1									
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22									
23									
24									

# **Collapsed Structure Search and Rescue Course**

## *Course Directory*

**<<Use Word document  
titled “Directory sample.doc”>>**

Place Group Picture Here

**< Location >  
< Dates >**



**COLLAPSED STRUCTURE SEARCH AND RESCUE (CSSR) COURSE**

**<<Location>>**

**<<Dates>>, 2001**

**Course Directory**

**Participants**

**Title and Name**

Company/Organization

Addresses

Phone numbers

E-mail addresses

INSERT PHOTO HERE

**Title and Name**

Company/Organization

Addresses

Phone numbers

E-mail addresses

**Title and Name**

Company/Organization

Addresses

Phone numbers

E-mail addresses

<b>CSSR Instructors ~ &lt;&lt;Dates&gt;&gt;, 2001</b>	
<p>Miami-Dade personnel can be reached by mail at the following address:</p> <p>Miami-Dade Fire Rescue                      International Programs Bureau                      9300 NW 41<sup>st</sup> St.                      Miami, FL 33178                      (786) 331-5000</p>	
<b>Name</b>	<p>Fire Fighter Paramedic                      CSSR Course Coordinator                      E-mail: XXXXXXXXXXXX</p>
<b>Name</b>	<p>Fire Fighter Paramedic                      Assistant Coordinator                      E-mail: XXXXXXXXXXXX</p>
<b>Name</b>	<p>Fire Fighter Paramedic                      Instructor                      E-mail: XXXXXXXXXXXX</p>
<b>Name</b>	<p>Fire Fighter Paramedic                      Instructor                      E-mail: XXXXXXXXXXXX</p>

**CSSR Course Directory ~ <<DATES>>, 2001****MFR Course Staff****Name**

Title  
Company/Organization  
Addresses  
Phone numbers  
E-mail addresses

**Name**

Title  
Company/Organization  
Addresses  
Phone numbers  
E-mail addresses

**Name**

Company/Organization  
Addresses  
Phone numbers  
E-mail addresses

**Name**

Company/Organization  
Addresses  
Phone numbers  
E-mail addresses

**Name**

Company/Organization  
Addresses  
Phone numbers  
E-mail addresses





UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT  
Office of U.S. Foreign Disaster Assistance  
Miami-Dade Fire Rescue



# *Certificate of Completion*

awarded to

**Participant Name**

for successfully completing the requirements of the

## **Collapsed Structure Search and Rescue Course (CSSR)**

conducted at the <<LOCATION>>

<City, COUNTRY>>

<<DATES>>, 2001

XXXXXXXXXX

CSSR Course Coordinator

XXXXXXXXXX

<USAID/OFDA Representative>



Office of U.S. Foreign  
Disaster Assistance



Miami-Dade  
Fire Rescue Department

---

6000 SW 87th Avenue • Miami, Florida • 33173 • U.S.A.

---

## Letter of Attendance

This is to acknowledge that

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

was a participant in the

### *Collapsed Structure Search and Rescue Course*

conducted in <<<<LOCATION>>>>  
from <<<DATE>>> to <<<DATE>>>

*This document does not constitute a license or certification of any type for the named individual to perform any medical- or rescue-related functions on behalf of any agency or organization.*

---

XXXXXXXXXXXX  
MFR Course Coordinator  
USAID/OFDA Representative

---

XXXXXXXXXXXX  
Local Coordinator  
ADPC

**Person's Name**



**Collapsed Structure  
Search and Rescue Course**



















**USAID/Office of U.S. Foreign  
Disaster Assistance  
Disaster Preparedness and Response Program**



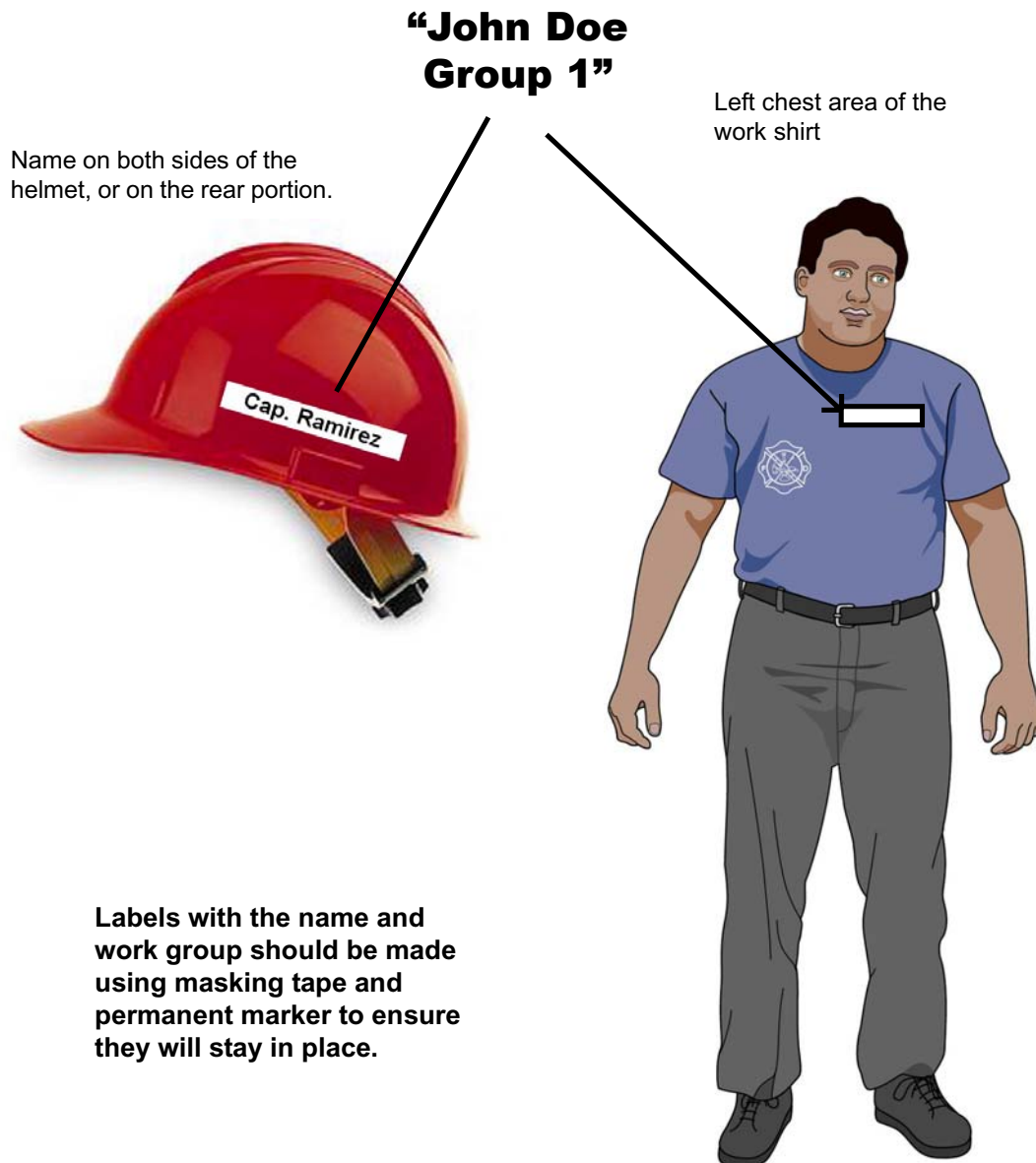
**Collapsed Structure  
Search and Rescue Course**

**<<Date>>, 2001 • City, Country**

# Classroom Name Tags

 <p>Collapsed Structure Search and Rescue Course</p>	 <p>Collapsed Structure Search and Rescue Course</p>
	
 <p>Collapsed Structure Search and Rescue Course</p>	 <p>Collapsed Structure Search and Rescue Course</p>
	
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 <p>Collapsed Structure Search and Rescue Course</p>	 <p>Collapsed Structure Search and Rescue Course</p>
<p>Support</p> 	<p>Instructor</p> 

# Field Name Tags



# Collapsed Structure Search and Rescue Course



**“CSSR”**



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**“CSSR”**

## *Instructor's Guide*

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